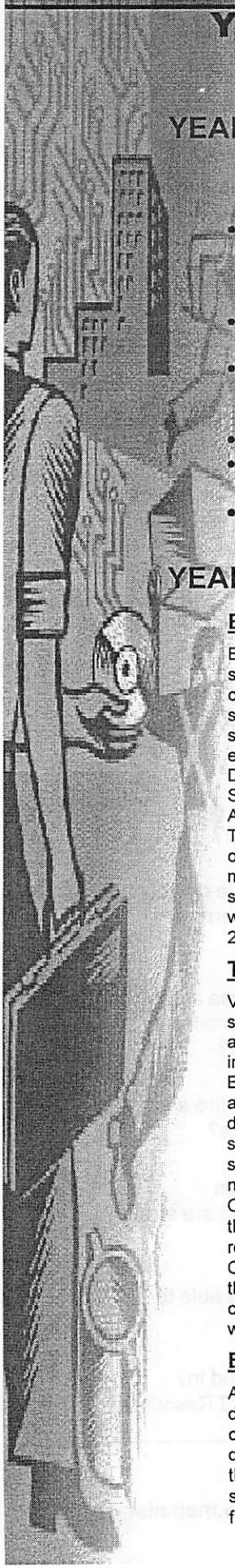
MANUFACTURING EXTENSION PARTNERSHIP

YEAR 2000 COMPLIANCE SELF-ASSESSMENT CHECKLIST



YEAR 2000 Compliance Definition

To be compliant a system/process must:

- Handle date information before, during and after midnight, December 31, 1999, including but not limited to accepting date input; providing date output; and, performing calculations, and comparisons on dates or portions of dates. Date interpretation and manipulation must be correct for all valid date values within the application domain.
- Function accurately and without interruption before, during and after January 1, 2000, without any change in operations associated with the advent of the new century.
- Respond to two-digit year date input in a way that resolves the ambiguity as to the century in a disclosed, defined, and predetermined manner. Interfacing software must make the same century assumptions when processing two-digit years.
- Process 2000 as a leap year.
- Correctly handle date fields containing non-date information and correctly handle a date held in a non-date field.
- Correctly process any date with a year specified as "99" and "00"; regardless of other subjective meanings attached to these values.

YEAR 2000 - Affected Aspects within an Organization

Business Computer Systems

Business applications and computer systems that support the day-to-day operations of the organization. These systems include all business applications supported by the organization's IT group enterprise-wide, for instance Product Design, Material Planning, Production Scheduling, Marketing, Sales, Accounting, Purchasing, and Personnel. The organization's business rules are often embedded in these applications, in many cases date sensitive. Those systems defined, as mission critical would need an audit/certification on Year 2000 compliance.

Technical Infrastructure

Vendor supplied or custom developed software, hardware, complete systems and equipment related to the technical infrastructure of the organization. Examples include data center hardware and software, database software, disaster recovery facilities, networks, servers and desktop machines, e-mail, satellite, telephones and video, and all non-application software such as MS Office. Compliance may be achieved through natural migration, or through repair or targeted replacement. Compliance will often be dependent on the product suppliers, and testing for consistent compliance across products will be an important aspect.

End User Computing

Application related software on the desktop - spreadsheets or databases often constructed by the desktop user, departmental systems not maintained by the central IT group, or 'adhoc' reporting systems working off copies of production files. In some cases the results of desktop calculations are fed back into the corporate systems, and errors at this level can lead to re-corruption.

Suppliers, Agents, Service Providers (Banks, Utilities, etc.)

Relationships with external organizations, which are beyond one's management scope but which, can affect the operation of one's own organization.

Manufacturing, Warehousing, Servicing Equipment

In often highly automated environments of manufacturing, material storage and distribution, and servicing, many organizations are locked into the technology driving their processes. A failure or error in these areas can interrupt core business, and leave the organization idling. Many operations are not in themselves date dependent, but may be providing date based feeds to other processes, or functioning on machines that are date dependent. Some equipment may be controlled by custom developed software built for the explicit purpose, others may be purchased processes with embedded technology, such as paint booths or test equipment. In large organizations there may be many occurrences of equipment from the same supplier, and coordinated approach to compliance would be required.

Environmental Operations in Plants, Offices and other sites

Every building is subject to some degree of automation/technology, and disruption of these services can lead to loss of core operations. Examples to consider include HVAC, Security and access, elevators and escalators, PBX and Wireless communications, Fire and Alarm systems, externals such as power suppliers, on-site medical facilities and all EPA activity. How these are approached may differ according to the ownership and labor situation in each case.

The Organization's Products

In some cases, the product being supplied, either to a final customer or to a further assembly process, may contain microprocessors. In some instances these will have date related functions which need investigation. There are two areas of concern - the status of current and future products and the need to avoid introducing faulty goods, and previous products where the organization may be exposed to warranty or recall action.

Dedicated R&D Test Facilities

R&D facilities tend to be centers of technological excellence. Special attention is required in these areas, due to the often-complex level of testing in product development, and the significance of errors going undetected. Unidentified but incorrect testing could result in the progression of flawed products into production with potentially enormous exposure.

AIAG Year 2000 Task Force

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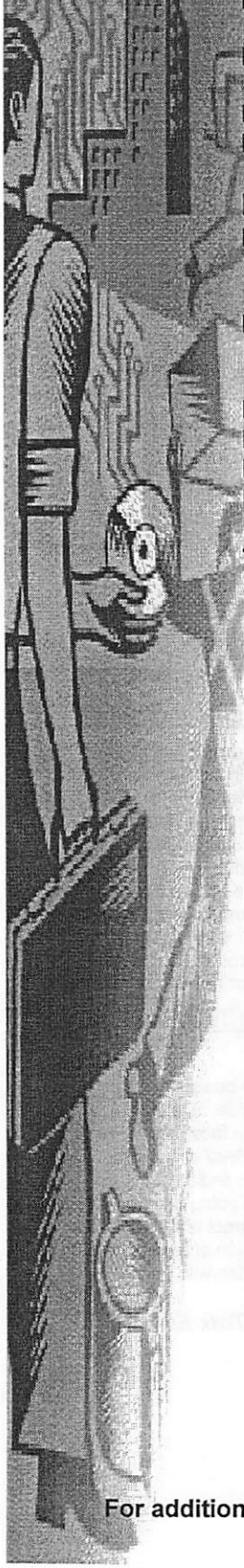

General (See definition of Year 2000 compliance)

☐ YES ☐ NO 1. Is your company aware of the Year 2000 problem?
☐ YES ☐ NO 2. Is your company already Year 2000 compliant?
☐ YES ☐ NO 3. Will your company be fully Year 2000 compliant by the end of 1998?
☐ YES ☐ NO 4. Does your company have the management commitment and funding to achieve Year 2000 compliance?
☐ YES ☐ NO 5. Is your company actively involved in solving the Year 2000 problem? If so, what is your target completion date _____/_____/_____?
☐ YES ☐ NO 6. Does your company provide Year 2000 products or services?
☐ YES ☐ NO 7. Is your company required to be Year 2000 compliant by any customers/suppliers? If so, who?_____

Business Computer Systems

☐ YES ☐ NO 8. Will your material systems be able to plan and procure raw materials, manufacture, ship and communicate shipment, etc. to your customers in the Year 2000?
☐ YES ☐ NO 9. Will you be able to pay employees, produce financial statements, and conduct normal business not directly related to supplying your customers with goods and services in the Year 2000?
☐ YES ☐ NO 10. Have your business systems been upgraded to handle Year 2000?
☐ YES ☐ NO 11. Have you hired a third party to do your Year 2000 conversion?
☐ YES ☐ NO 12. Is Year 2000 compliance being met by total system replacement?
☐ YES ☐ NO 13. Will you plan and conduct full system tests of mission critical systems in 1998 or 1999?

Technical Infrastructure

☐ YES ☐ NO 14. Will you be able to run your data centers in the Year 2000?
☐ YES ☐ NO 15. Do you have a plan in place to address Systems Software Year 2000 issues in your data centers?

End User Computing

☐ YES ☐ NO 16. Have you examined your PC and server-based Office Automation and determined that they will continue to properly function on 01/01/00?

Suppliers, Agents, Service Providers (Banks, Utilities, etc.)

☐ YES ☐ NO 17. Have you assessed the impact these external providers might have on your operations and have taken action to insure they can provide uninterrupted service to your organization?

Manufacturing, Warehousing, Servicing Equipment

☐ YES ☐ NO 18. Have you examined equipment on your factory floor and warehouse areas looking for devices that may be date dependent, especially microprocessor controlled devices, and implemented a plan to upgrade or replace?

Environmental Operations in Plants, Offices and other sites

☐ YES ☐ NO 19. Have you examined your HVAC, security/access, elevators, PBX, fire and alarm systems, etc. and implemented a plan to upgrade or replace?

The Organization's Products

☐ YES ☐ NO 20. Have you looked over your products for microprocessors and taken appropriate corrective action including solving those problems that are already in the field?

Dedicated R&D Test Facilities

☐ YES ☐ NO 21. Have you examined your test facilities and believe that you will be able to accurately continue testing in the Year 2000?

Year 2000 Services

22. What kind of Year 2000 services would your company be interested in?
☐ Seminars ☐ User Groups ☐ Resources
☐ Technical Guides ☐ Other: _____

For additional information contact your local MEP @ 1-800-MEP-4MFG or Website http://www.mep.nist.gov